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FM HQ USAF WASHINGTON DC//DP//

TO AIG 8106

ZEN/OU=MAIL LISTS/OU=DISTRIBUTED MAIL LISTS/CN=AL 10607(UC)

ZEN/OU=MAIL LISTS/OU=DISTRIBUTED MAIL LISTS/CN=AL 10610(UC)

ZEN/OU=MAIL LISTS/OU=DISTRIBUTED MAIL LISTS/CN=AL 10612(UC)

ZEN//OU=MAIL LISTS/OU=DISTRIBUTED MAIL LISTS/CN=AL 7309(UC)

INFO ZEN/HQ USAF WASHINGTON DC//DP//

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SUBJ: (U) UPDATED POLICY ON ISSUANCE OF OFFICIAL PASSPORTS FOR COMPTROLLER PAYING AGENTS

UNCLASSIFIED//

FM HQ USAF WASHINGTON DC//DP//

TO MAJCOM/DP/FM

UNCLAS

PASS TO ALL CONUS AND OVERSEAS BASE MILITARY AND DOD CIVILIAN
PASSPORT AGENTS

SUBJ: UPDATED POLICY ON ISSUANCE OF OFFICIAL PASSPORTS FOR
COMPTROLLER PAYING AGENTS

CC: HQ USAF WASHINGTON DC//DP//FM

REF A: AF/DPL MESSAGE DATED 13 DEC 99, UPDATED GUIDANCE FOR
DEPARTMENT OF STATE/DEPARTMENT OF DEFENSE POLICY ON ISSUANCE OF
OFFICIAL PASSPORTS FOR MOBILITY PERSONNEL

REF B: DEPARTMENT OF STATE LETTER TO SAF/FMPW, DATED 8 JUL 03

1. THE DEPARTMENT OF STATE (DOS) IDENTIFIED FINANCE PAYING AGENTS AS REQUIRING OFFICIAL PASSPORTS BASED ON THE NATURE OF THEIR DUTIES AND UNIQUE MILITARY MISSIONS (REF A). DOS LETTER TO SAF/FMPW (REF B) DATED 8 JUL 03, FURTHER AUTHORIZES THE REQUEST FOR ISSUANCE OF AN OFFICIAL PASSPORT FOR THE PAYING/DISBURSING AGENT WITHOUT LISTING A DESTINATION THAT WOULD REQUIRE AN OFFICIAL PASSPORT. THIS CHANGE IS NECESSARY TO ENSURE COMPTROLLER PERSONNEL CAN MEET ALL SHORT-NOTICE/NO-NOTICE TASKINGS AND MEET MISSION CRITICAL AND TIME-SENSITIVE DISBURSING DUTIES WHEN THEY ARRIVE IN-COUNTRY.

2. EFFECTIVE IMMEDIATELY, INDIVIDUALS ASSIGNED TO A COMPTROLLER DEPLOYABLE UNIT TYPE CODE (UTC) AS A PAYING OR DISBURSING AGENT MUST HAVE A CURRENT OFFICIAL PASSPORT. THE FOLLOWING UTCS WOULD REQUIRE

17 ON THE DD FORM 1056, PLEASE TYPE COMPTROLLER OR DISBURSING/PAYING AGENT. A COPY OF THE STATE DEPARTMENT WAIVER LETTER MUST BE SUBMITTED WITH EACH APPLICATION (REF B).

4. IF NECESSARY, A PASSPORT REQUEST CAN BE EXPEDITED. THIS PROCESS SHOULD BE KEPT TO A MINIMUM AS THE NEW POLICY ALLOWS PASSPORTS TO BE OBTAINED IN ADVANCE OF A TASKING. HOWEVER, WHEN THIS IS NOT POSSIBLE, FOLLOW THE PROCEDURES OUTLINED IN THE AIR FORCE PASSPORT TRAINING HANDBOOK, CHAPTER 12, DATED 1 AUG 99. THIS HANDBOOK IS AVAILABLE ON THE HQ/DP WEBSITE: [HTTPS://WWW.DP.HQ.AF.MIL/DPZ/PASSPORTMATTERS/PASSPORTS/AFTRNGHDBK/AFTH_FRAMESET.HTM](https://www.dp.hq.af.mil/dpz/passportmatters/passports/aftrnghdbk/afth_frameset.htm).

5. THIS IS A COORDINATED HQ/DPZ AND SAF/FMP MESSAGE. QUESTIONS REGARDING THIS MSG SHOULD BE ADDRESSED TO SAF/FMPW, LT COL LILLY LOPEZ, E-MAIL LILLY.LOPEZ@PENTAGON.AF.MIL, DSN 224-5398, HQ USAF/DPZ, MSGT GREGGORY HENDRICKS, E-MAIL GREGGORY.HENDRICKS@PENTAGON.AF.MIL AT DSN 226-1710.
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